

CITY OF JACKSONVILLE

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ETHICS COMMISSION MEETING MINUTES

City Hall, First Floor, Lynwood Roberts Room
Wednesday, January 15, 2025

The meeting was called to order at 4:05 p.m. by Dr. Freiberger. Ethics Commission attendees: Chair Erich Freiberger, William Maule, Linda McCallum, Leah Palestrant, Scott Simpson, Robyn Blank, Sean Mulholland and David Thompson. Excused Absence: Sunny Gettinger.

Others in attendance: Kirby Oberdorfer, Director of the Office of Ethics, Compliance and Oversight (OECO); Paige Johnston, Ethics Attorney (OECO); Sandy Homrighouse, Executive Assistant (OECO); and Dylan Reingold, Office of General Counsel (OGC).

Public In Attendance: David Johnston and John Nooney

Confirmation of Quorum:

Dr. Freiberger confirmed quorum. Ms. Oberdorfer announced the new Ethics Commission members in attendance: Sean Mulholland and David Thompson.

New Business:

Strategic Planning:

Ms. Oberdorfer referred to the 2011 strategic plan which is attached to these minutes.

Following a discussion by the Ethics Commission and staff, below is a summary of the proposed changes to the Ethics Commission Strategic Plan:

- a. In the first row under Federal Sentencing Guidelines, delete "anonymous reporting including hotline and"; start line with "Maintain hotline and conduct surveys"
- b. In the first row under Blue Ribbon Program Goal "managing", add "For survey"
- c. In the first row under Additional Committee and Goals, add "Compare data from prior years to this year and maintain data." "Do you know how to file a complaint?"
- d. In the first row under Measures, add "and surveys"

- e. Delete “CM” throughout the document
- f. In the fourth row under Chapter 602, delete “Establish an” and capitalize “ethics”
- g. In the fourth row under Federal Service Guidelines, delete “anonymous reporting including hotline and”; start line with “Maintain hotline and conduct surveys”
- h. In the fifth row under Additional Committee Goals, add “track number of presentations EC members attend and when”
- i. In the seventh row under Chapter 602, delete “charter” and add “Code” after “areas of”
- j. In the seventh row under Additional Committee goals, add “Encourage CC to carry forward legislation”

The Ethics Commission had a discussion with Mr. Reingold regarding initiatives which were in accordance with the Code and Charter. Judge McCallum initiated a discussion whether to file potential changes to the Code through City Council legislation.

Public Comment: Dr. Freiberger asked for public comment. Mr. Nooney participated in public comment.

Announcements:

The Chair adjourned the meeting at 5:14 p.m.

Sandy Homrighouse, Executive Assistant, OECO Date of Approval

This is a summary of the meeting and not a verbatim transcription. A recording of these proceedings is available at <http://www.coj.net/departments/ethics-office/notices,-agendas-minutes>.

ETHICS COMMISSION STRATEGIC PLANNING & INTEGRATION

Chapter 602

Federal Sentencing Guidelines

Blue Ribbon Program Goal "Managing"

Committee

Additional Committee Goals

Staff Lead

Measures

Internal Operations: Oversee Strategic Plan, Processes, Procedures, and Commission Development

Chapter 602	Federal Sentencing Guidelines	Blue Ribbon Program Goal "Managing"	Committee	Additional Committee Goals	Staff Lead	Measures
(a) Receive or initiate complaints	7. Anonymous reporting including hotline and surveys (ask employees about ethical climate, commitment, additional risks, "unwritten rules").	3. Employees confidently report issues (5) 4. non-retaliation (4) 4. Leaders respond to issues (7)	Complaints Committee		CM/KO/ABM	# complaints received
(a) Investigate/issue findings/refer violations of Chapter 602	8. Consistent enforcement	5. Trained investigative staff are responsible for cases (2) 5. Consistent disciplinary action tracked/reviewed (3)	Complaints Committee		CM/KO	# investigations
(d) Levy fines for violations of Chapter 602	9. Respond appropriately when unethical conduct is detected	4. Receives and acts upon reported concerns (6)	Complaints Committee Legislative Committee		CM/KO	Track outcomes
(a) Establish an ethics "hotline"	7. Anonymous reporting including hotline and surveys (ask employees about ethical climate, commitment, additional risks, "unwritten rules"). 10. Assessing risks	2. Risk assessments (1-5) 3. Employees confidently report issues (5) 4. Culture of proactive reporting (1) 4. Leaders promote speak-up (5-8) 4. Track number or reports and resolutions (8)	Open Government Committee		ABM/KO	# calls/topics # surveys Survey data
(b) Assist/ provide input on City's Ethics training program	1. Written program 6. Effective training/disseminate information by roles	2. Ensure training is effective and targeted to employees based on role and risk (7) 5. Multi-media communication of standards (1)	Open Government Committee		KO/ABM	Monitor training evaluations
(e) Evaluate/select the ECO Director	2. Board Oversight. 3. High-level/independent ethics leadership 4. Operating and reporting to board.	1. Ensure ECO has the resources needed to maintain independence (1) 1. Provide feedback for ECO continuous improvement (4) 1. Monitor ECO Program 2. Stay informed of key risk areas (4)	Chair/Commission			Annual evaluation completed
(charter) Recommend changes to legislation in the areas of ethics laws and administration, conflicts of interests, hotline policies, ethics education, ethics in procurement, campaign ethics, and lobbying	1. Organization must have written standards to prevent issues 9. After criminal conduct detected, respond appropriately with new rules	3. Ensure policies and code are clear and include consequences (4) 5. Respond to key cases (4) 5. Have plan for acknowledging serious misconduct by senior officials (5)	Legislative Committee		CM/KO	# new laws # edits # policies % issues result in policy/law

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